

WORKFORCE SERVICES

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**TRADE ADJUSTMENT ASSISTANCE
OST COST ESTIMATE**

This information will be used to determine unmet financial need to identify appropriate levels of WIOA Individual Training Account (ITA) funding.

COMPLETED BY DLR STAFF: _____ Tel: (____) ____-_____

Individual/Student Name	
Training Provider	
Approved Training Program	
Anticipated Graduation Date	

STUDENT SIGNATURE

I authorize the Training Provider to release information concerning my enrollment, attendance, academic/program progress, tuition costs, scholarship information, additional costs associated with training, and other pertinent information to DLR or its authorized representative. I have reviewed and agree to the OST Responsibilities (Form 39B).

SIGNATURE DATE Date: ____/____/____

TRAINING PROVIDER

Cost Estimate for training from: Start Date ____/____/____ End Date ____/____/____

(choose one): ☐ one semester ☐ one quarter ☐ other: _____

COST ESTIMATE

Tuition Costs		Completed By: _____ FIRST NAME _____ LAST NAME _____ TITLE
Tuition/Fees related to the Training Program:		
Additional Costs Associated with Training		
Required Books:		
Required Supplies and Tools:		
Other:		
Please Describe:		
Total:		
Total of Unmet Need =		

I certify I am authorized by the training provider to provide cost information on behalf of the above-mentioned student. I also certify that this information is accurate to the best of my knowledge and the proposed student will receive Occupational Skills Training provided by our facility.

Signature: _____ Date: ____/____/____

Once the cost estimate above is completed, please return this form to the DLR staff member listed in the top box.

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TAA TRAINING RESPONSIBILITIES

PARTICIPANT RESPONSIBILITIES

- Individuals should attend all classes as scheduled. Excessive absences, excused or unexcused, may be cause for termination of Trade Adjustment Assistance (TAA) for tuition, required fees and books.
- Individuals must participate in an Integrated Resource Team meeting with the Employment Specialist and training provider representative each semester or once per program for short-term trainings.
- Individuals must be in contact with their Employment Specialist monthly via phone, email or in person to evaluate the progress to date and to identify any support services, accommodations or tutoring that may be needed.
- Individuals must provide DLR staff documentation of their grades and attendance, if applicable, one time at midterm and at the end of the semester/quarter or at any other point DLR staff requests such information.
- Individuals will be on TAA probation if the training facility places the participant on probation status. Individuals must maintain satisfactory progress or they will be on TAA probation (i.e. if they have less than a 2.0 cumulative GPA on a 4.0 scale at the end of a program term). TAA for tuition, required fees, and books may be terminated if the required grading scale is not achieved during the probationary semester/quarter. Individuals may be on TAA probation if they fails to follow through with the TAA Training Responsibilities (Form 39B).
- Individuals in competency certificate programs must meet minimum requirements as defined by the specific program. Individuals failing to meet these minimum competencies may have TAA tuition terminated.
- Individuals must have DLR staff's prior approval to change training programs for continuation of TAA.
- If there has been a change to the student's schedule, a new schedule must be provided to DLR staff. This schedule change cannot extend the two-year training period.
- Individuals must seek training-related employment as they are nearing completion of the approved training program.